CITY OF SANFORD FLORIDA

# VENDOR GUIDE

300 N Park Ave, Sanford, FL 32771

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Therefore, the City accepts the State of Florida, OMNI Partners, Sourcewell, and many other local government agencies' contracts that can be piggybacked. For services that require a continuation service, the City will process a piggyback contract. For goods, the city will allow a one-time purchase without a PBA contract. Vendors are required to add the original contract number, percentage, and/or pricing on department quotes. Without such information, the purchasing department can decline the purchase and request the department to request an updated quote from the vendor.

## GIFTS AND GRATUITIES

City policy prohibits acceptance of gifts at any time. No vendor shall offer any gift, gratuity, favor, or advantage to any City employee.

## ADDITIONAL INFORMATION

Per City policy, vendors are not authorized to work without a signed Purchase Order, doing so is a violation of City policy and any work performed without authorization (a signed purchase order) is not an obligation of the City.

Submittals are available for public inspection upon recommendation of award or 30 days after the bid opening or proposal closing date, whichever comes first. If all responses are rejected, and the City provides notice of its intent to reissue a new solicitation, then the responses received may be exempt up to a 12-month period.

Any portion of a meeting where negotiations with a vendor are conducted involving oral presentations, and/or answers to questions as part of a competitive solicitation, is exempt from the Public Records Law requirements for a period of 30 days after the bids/proposal due date. Any questions concerning the release of Public Records for active

## HOW DO VENDORS DO BUSINESS UNDER AN EXISTING CONTRACT?

Piggybacking happens when an agency uses another agency's contract, even though it was not a party to the original solicitation and contract award. A piggyback contract is a procurement method that allows an agency to use another agency’s contract to purchase equipment, materials, supplies, and other personal property. The agency that piggybacks on another agency’s contract are bound by the terms, conditions, and pricing set in the contract. In summary, piggybacking is a valuable tool for local governments to efficiently access existing contracts and streamline their procurement processes.



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# WHO WE ARE

**Vision**

Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront,
extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play, and retire.

**Our Mission**

The City of Sanford is dedicated to the delivery of a high standard of service that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social, and cultural character.

# CITY OF SANFORD INFORMATION

**City of Sanford, City Hall**


300 N. Park Ave

Sanford, FL 32771

Phone: 407.688.5000

Website: Sanfordfl.gov

Hours of Operation: Monday - Thursday 7:00 AM to 5:30 PM

Fridays: Lobby hours 7:00 AM to 1:00 PM



**Garage Liability- *(when required)*:** the city will analyze on a case-by-case basis. Please contact the department you are doing business with.

**Cyber Security – *(when required)*:** Errors and Omission Insurance Coverage (Professional Liability) is to be included. Minimum of two years Extended Reporting Period (ERP or Tail) coverage: $5 million minimum. Designed to cover consumers of technology services or products.

**Umbrella Policy- (follow form)** Umbrella or access liability policies can supplement the underlying general and auto liability to satisfy the coverage limits required.

For additional information/requirements, please see the city's website.

# TAX-EXEMPT STATUS

The City of Sanford is a municipality corporation existing under the laws of the State of Florida. As such, the City does not pay the State of Florida Sales Tax. The City's State Tax exemption number is **85-8012621681C-8** and the Federal Employee Identification Number is **59-6000425**. City. The City's sales tax exemption does not apply to goods and services purchased separately by the successful proposer in connection with its fulfillment of its contractual obligations with the

# PUBLIC RECORDS LAW

The City must comply with the obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request.

## INSURANCE REQUIREMENTS OUTLINED

**Workers' Compensation**- Certificates of exemption are not acceptable in lieu of workers' compensation insurance. Statutory Workers Compensation may not be waived.

**Commercial General Liability shall include**- No Unusual Hazardous exist Bodily injury liability, Property Damage liability minimum of $500,000 (when applicable); Personal Injury liability and Advertising injury liability Coverages shall include: Premises/Operations: Products/Completed Operations; Contractual liability; Independent Contractors, Explosion; Collapse. Underground. Coverage must be provided for sexual harassment, abuse, and molestation on a case-by-case basis.

**Professional Liability-*(when required)*:** Any size- (Construction services, architects, engineering consultants, professional consultants, IT (computer systems related).

**Builder's Risk (When required):** Contracts and construction projects no unusual hazardous; shall include theft, sinkholes, off-site storage, transit, installation, and equipment breakdown. Permission to occupy it shall be included, and the policy shall be endorsed to cover the interest of all parties, including the completed value of additions and structures, ***including fire, wind, and flood as applicable at 100% completed value.***

**Comprehensive Auto Liability:** Combined single limit (if vehicle on site); CSL shall include "any auto" or shall include all of the following: owned, leased, hired, non-owned autos, and scheduled autos: minimum of $500,000 combined single limit per case-by-case basis.

For additional information, please review the City of Sanford Insurance Requirements Matrix Form on the city's webpage, **[Insurance Requirements Matrix - COS 3-17-25.xlsx]**



## CITY GOVERNING BODY

The City's governing body is composed of a five-member elected Commission, including a citywide elected Mayor and four Commissioners elected district.

The City Manager, City Clerk, and City Attorney serve at the pleasure of the City Commission.

The City Clerk's Office is responsible for the Commission meetings

each month.

City Commission workshops – meet every 2nd and 4th Monday of each month at 4:00 PM

City Commission Regular Meeting- Meets every 2nd and 4th Monday of each month at 7:00 PM

City Commission meetings are now live streamed on the City's YouTube Channel.

# INTRODUCTION

To all interested Vendor(s):

Thank you for your interest in doing business with the City of Sanford (City). This vendor guide was created to share with our business community information on City policies and procedures regarding goods and services and to serve as a valuable guide to all vendors. This guide will help you understand how to do business with the city of Sanford. When understanding the process your chances of connecting with the City are increased.

The City welcomes new and existing vendors to participate in future solicitations.

The Purchasing Department Administers more than $43 million in procurement solicitations each year, which has a huge impact on our State and local economies. Our mission is to provide the best services by teaming with a variety of vendors to deliver the most cost-effective price in a fair, impartial, and timely manner.

The Purchasing Division invites you to register with VendorLink https://www.myvendorlink.com for valuable information at little or no cost to the vendor. Registration is not required; however, it is recommended in order to receive notifications. Please note that VendorLink is a third-party vendor that is affiliated with the City. All issues that arise from VendorLink must be addressed to VendorLink.

Sincerely,

Purchasing Division



# PROCESSING AN INVOICE

A Purchase Order has an email address, please send invoices directly to the PO email address, which is the department that placed the order.

If mailing, all invoices, in order to be classified as a proper invoice, shall be delivered to the Finance Department, Attention: Accounts Payable, City of Sanford P.O. Box 1788 Sanford, Florida 32772 (300 N. Park Avenue, Sanford, Florida, 32771).

Invoices should have the following information;

a. A purchase order number
b. Detailed description (including quantity) of goods and/or services provided to the City
c. Amount due, applicable discounts, contract information
d. Vendor information (email, address, phone #, contact (person), including remit to address.
e. Invoices must be billed on the existing contract. Vendors are not to deviate from contract pricing.
f. If goods & services are under a contract, all invoices must have a contract number, percentage discount, original cost, etc.

Invoices are processed twice a month, with no exceptions; e-mails received after 2:00 PM by the cut-off time (Wednesday's pay period week) are not reviewed, opened, or processed until after the upcoming check run.
Past-due invoices and statements are emailed to ap@sanfordfl.gov

## CHANGE ORDERS AND AMENDMENTS

After an agreement has been awarded, changes can occur in either price, scope of services, or performance that may be cause for a change order or an amendment of the contract/agreement. If the contract/agreement provides for modifications, it is done by a written change order or contract amendment, which is prepared by the City and forwarded to the Contractor for execution. Local governmental entity must approve or deny the price quote and send notice of that decision to the contractor within 35 days after receipt of such quote. A denial notice must specify the alleged deficiencies in the price quote and the actions necessary to remedy those deficiencies per **Florida Statute 218.755.**

## VENDOR PAYMENTS

The City processes payments in accordance with the State of Florida Prompt Payment Act. To ensure prompt payments, invoices containing the proper information must be submitted to the City Accounts Payable Department as indicated in the purchase order or contract. Contractors shall contact the Accounts Payable Office at 407.688.5035 for questions regarding finances and payments.

Invoices must contain proper quantities, units, and total prices as stated in the contract, task authorization, or purchase order. No payments will be issued prior to City receipt and acceptance of commodities and services. Any past-due invoices or statements can be emailed to ap@sanfordfl.gov.



## PURCHASING DIVISION

The Purchasing Division provides services that include the acquisition of goods and services, construction and capital improvement projects, professional services, capital equipment, inventory management, and Purchasing Card program.

The Purchasing Team, including contact information, is available on our website www.sanfordfl.gov/government/finance/purchasing-division/

**Purchasing Division is located in Historic Downtown Sanford at:**

**300 N. Park Avenue**

**Sanford, Florida 32771**

**Office Hours: 7:00 AM – 5:30 PM Monday -Thursday**
**CLOSED ON FRIDAYS**

Email: purchasing@sanfordfl.gov

## PURCHASING POLICY AND PROCEDURES

The City’s governing body is composed of a five-member elected Commission, including a citywide elected Mayor and four Commissioners elected by district. The City Commission is governed by the City Charter and by State and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is delegated by the Commission to their appointed City Manager.

## PROCURMENT THRESHOLD

**Level 1- Up to $2,499.99 - -Department Director Approval- Purchasing Card (P-card)** or **Field Purchase Order (FPO).** One firm price is required. A P-Card can expedite payments to vendor(s) and reduce purchasing costs by eliminating the insurance of a purchase order. Singe item purchase limit for products of $0.01 to $2,499. Certain employees have a limit not to exceed $2,499.99. No services are to be paid for on a P-Card or an FPO.

**Level 2-** Department Director, Purchasing Manager and Finance Director Approval
**$.01-$4,999.99–** Minimum of one quote obtained by the department. PO cannot be increased.

**Level 3-** Department Director, Purchasing Manager, Finance Director and City Manager Approval
**$5,000.00-$24,999.99 –** Minimum three quotes obtained electronically by the department.

**Level 4-** Department Director, Purchasing Manager, Finance Director and City Manager Approval
**$25,000-$49,999.99 –** Procurements of Level 3 shall be supported by Informal solicitation processing at the determination and under the cognizance of the Purchasing Manager. Requests for goods or services must be completed by the department.

**Level 5-** Department Director, Purchasing Manager, Finance Director, City Manager Approval. **ALL PROCURMENTS OVER $50,000.00 –** Formal sealed, competitive procedures. ****If over $100,000,*** City Commission approval is required.



**Cone of Silence:** applies to all formal solicitations the acquisitions of goods and services and shall be imposed upon solicitations from the time each solicitation is advertised and shall continue until the award or intent to is announced. See City Procedure 5.100.

**Approvals:** Projects for services equal to or greater than $100,000.00 require the approval of the City Commissioners. Projects for services less than $ 100,000.00 and projects for commodities are approved by the City Manager and/or the Purchasing Manager or designee.

## NOTICE OF AWARD

Once the Bidder has been notified that they have been recommended for award of the contract, it shall be effective upon issuance of a purchase order, task authorization, or execution of a contract by the Purchasing Division or designee.

## DELIVERY

An official City purchase order, work order, or Notice to Proceed is the authorization to commence delivery. Acceptance of delivery is conditioned upon inspection and approval by the receiving department/division to verify that the Contractor has fully complied with the terms of the contract. **“Work is not to be performed without a purchase order.”**

## WITHDRAWAL OF SUBMITTALS

A vendor who alleges a judgmental error of fact may not be permitted to withdraw the submittal after the opening. A vendor who alleges a nonjudgmental error of fact may be permitted to withdraw the bid only when reasonable proof that such a mistake has been made. If a bidder withdraws the submittal without permission after the opening, the Purchasing Manager may suspend the vendor from receiving new orders from the City.

## HOW ARE PROJECTS AWARDED

**Responsive and Responsible Bidder/Proposer:** After submittals are received, read, and tabulated, they are analyzed to determine the most responsive and responsible submittal(s). Submittals will be evaluated based upon the requirements set forth in the solicitation, and an award will be made to the lowest responsive and responsible Bidder/Proposer taking into consideration pricing, bonds, insurance, specifications, and any other matter stated in the solicitation documents.

**Award Recommendation:** Award shall be made in accordance with the criteria in the solicitation. Tabulation forms showing results, recommendations, and intent to award are posted on the VendorLink website.

**Protest and/or appeals:** must be filed, in writing and per City Policy, within 5 business days of the time the filing party receives knowledge of would have known of the questions occurrence if due diligence has been taken and the City had publicly posted the items being questioned. See Procedure Number 15-100 and 15-200.



## VENDOR PARTICIPATION

The City makes every effort to increase business opportunities for all firms through full and open competition. Vendors are encouraged to participate in seminars and reverse trade shows sponsored by the Central Florida NIGP and local procurement and local procurement associations. The month of March is classified as “Procurement Month” and the NIGP will be hosting an informational seminar for all vendors to discuss procurement issues and processes during this month on an annual basis. City Staff and members of other local government agencies are available to answer any questions you may have during the seminar.
https://cfcnigp.org/

Throughout the year, we participate in many different seminars, including the National Institute of Government Procurement (NIGP), and Reverse Trade Shows offered by the Central Florida Chapter. Information on our seminars and trade shows will be posted on the City’s website.

The City hosts an annual vendor fair during the month of March.
Please stay tuned for further details.

## VENDOR COMMODITY CODES REGISTRATION

When registering with VendorLink the registration process is simple and you can select and complete the *commodity class category listing* of the goods and services that you can provide. If you have any questions or need assistance in registering, please contact VendorLink. Vendors without computers may visit any County Libraries where a computer station is available. VendorLink website contains information such as solicitation, tabulations, plan holder lists, plans, contracts, and various important documents.

Due to COVID-19, the City did transcend to holding Zoom and RingCentral meetings for the opening of solicitations and most public meetings as well as requesting all bid solicitations be uploaded electronically through the VendorLink website when required. If the information is not provided electronically, please contact our City Clerk's office and request a public record request.



When a brand name "or equal" specification is used as a reference, it is intended for descriptive purposes only and is not intended as a restrictive specification. In such cases, the vendor must clearly state the brand, type, model, etc., that is being offered and must support such offer with adequate specifications and provide properly marked descriptive literature of the product being offered as "equal." If the vendor does not take exception to the specification referenced in the solicitation or does not provide detailed descriptive information on the product or service offered, the Purchasing Division will assume the vendor proposes to furnish the exact item referenced.

If you have any questions, concerns, or objections regarding specifications, contact the Procurement Coordinator indicated in the solicitation document. Inquiries of this nature should be in writing and must be received prior to the opening of bids or proposals within the time specified in the solicitation. Responses shall be made in writing in the form of an addendum posted on the VendorLink under that solicitation or answered on VendorLink in the order received.

## ERRORS IN BIDDING

Your submittal is your firm’s offer to enter into contract with the City. However, any errors in the extension of unit prices stated in the submittal or in multiplication, division, addition, or subtraction may be corrected by the Purchasing Division. Discrepancies in the price proposal other than errors in extension of unit prices will be sufficient to consider the submittal as non-responsive.

Solicitation openings are conducted in person or via a RingCentral Meeting with a Meeting ID and Pass Code Provided on the first page of the solicitation, if any. This is a public meeting and may be attended be the public if so desired. At the opening of a sealed bid, the bidder's names and amount of the bid will be read. Submittals are available for public inspection upon recommendation of award or 30 days after the opening/closing date, whichever occurs first.

All prospective vendors are instructed not to contact any member of the City of Sanford including, Commissioners, the City Manager or Assistant City Manager, or any City Staff member **other than the Purchasing Division** personnel regarding the solicitation or their written submittal at any time prior to the posting on the VendorLink website of the recommendation and intent to award the project by City staff. Any such contact may or could result in the rejection of your submittal. Interpretation of this clause will be solely at the discretion of the City.

**Specifications:** These are detailed descriptions of the intended purchase, establishing the minimum acceptable standards to invite and promote open and fair competition. Specifications which are generally known to vendors and to industrial trade may be used to indicate the level of quality and other requirements for a product or service.



## WEBSITE INFORMATION

Government | Sanford, FL (sanfordfl.gov)
Purchasing Division | Sanford, FL (sanfordfl.gov)

a) City of Sanford w9
b) Tax Exemption Certificate
c) Purchasing Policy
d) Insurance Requirements
e) Field Purchase Order Terms and Conditions
f) Purchase Order Terms and Conditions
g) Contract Terms and Conditions applicable to all City Procurement.

## CCNA

Professional Services (CCNA) are solicited by the City in accordance with Chapter **287.055,** Florida Statutes and Consultants Competitive Negotiation Act (CCNA). CCNA governs the process for selecting consultants for specifics services, to include engineers, architects, landscape architecture, surveying, and mapping services.

The Purchasing division is responsible for advertising, preparation of the solicitation documents, coordination of short-listing discussions and interviews, negotiations, and contract execution.

## CMAR

Construction Management at Risk (CMAR): A government entity may select a construction management entity, pursuant to the processed provided by s.**287.055**, which is to be responsible for construction project scheduling and coordination in both preconstruction and construction phases and generally responsible for the successful, timely, and economical completion of the construction project. CMAR follows the CCNA Florida Statute 287.055 rule.

## TERM OF CONTRACT

Term contracts are typically for three years with the option to renew for two additional one-year terms for goods, services, or modification of plans, specifications, or contract documents will be responded, in writing, in the form of an addendum and posted on VendorLink website. The City is not responsible for oral instructions given by employees of the City or its authorized representatives in regard to the solicitation.

Businesses can use an existing account, register a new account, or reset the password on an existing account. Once you are registered, you can update your profile at any time.

When a solicitation matching those selections becomes available, VendorLink system automatically sends an email notification to the email address provided during the registration process.



Businesses can use an existing account, register a new account, or reset the password on an existing account. Once you are registered, you can update your profile at any time.

When a solicitation matching those selections becomes available, the VendorLink system automatically sends an email notification to the email address provided during the registration process.

Suppliers can view solicitations and receive automatic notifications, VendorLink requires all suppliers to be registered.

## HOW DO I COMPETE FOR CITY CONTRACTS

Each sourcing event/project will include a set of instructions and general provisions. Prospective bidders should pay close attention to those instructions and general provisions. Failure to follow the instructions or to provide the required information may lead to a bid or proposal being considered non-responsive.

**Solicitations:** Upon learning of an upcoming solicitation (IRFQ, IFB, ITN, RFP, and/or RFQ), vendors may obtain the solicitation package and all other pertinent documents by visiting www.myvendorlink.com
under the City of Sanford. The solicitation documents will include the specifications and description of the product or service being procured and the terms and conditions governing the solicitation. Submittals shall be received by the Purchasing Division before the time and date specified in the solicitation. Late submittals shall not be accepted and it will be returned unopened to the firm.

# PRE-BID AND PRE-PROPOSAL CONFERENCE

On complex, critical, or high-value procurements, a solicitation may contain a requirement to attend a pre-bid or pre-proposal conference. As such, the City reserves the right to change the mandatory meeting to a non-mandatory meeting therefore in the event a mandatory pre-bid conference is required and/or subsequently scheduled, attendance will be a pre-requisite for a bid submittal; and bid submittals will only be accepted from those who are represented at a mandatory pre-bid conference.

Attendance at the pre-bid conference will be evidenced be the Bidders/representatives signature on the attendance roster. In the event of a mandatory pre-bid conference the time, date, and location of the meeting will be noted in the released addendum notifying such requirement. Please plan your travel time accordingly.

The conference offers vendors/ potential bidders the opportunity to meet City personnel and to ask questions or clarify any concerns on the solicitation documents, specifications, project schedule, etc. Any questions concerning the intent, meaning of the solicitation documents, specifications, etc. can be discussed at the conference and shall be submitted, in writing, through VendorLink where a written response shall be provided for each question.

Modifications of plans, specifications, or contract documents will be responded to in writing, in the form of an addendum and posted on the VendorLink website. The City is not responsible for oral instructions given by employees of the City or its authorized representatives in regard to the solicitation.



# SINGLE/SOLE SOURCE PORCUREMENT

Sole Source or Single Source procurements exist when the City has determined that there is only one specific commodity or one vendor/source available to provide a specific product(s) or type of service(s) to the City. These procurements are posted on the VendorLink website. A written and detailed justification documenting the basis for this reasonable determination must accompany the request to procure and meet legal requirements able to withstand a possible audit. The Purchasing Division complies with the principles set forth in the Florida Statutes governing public purchasing and by the adopted and approved City Policies and Procedures. **Florida Statute 287.057**

# EMERGENCY PROCUREMENT

An emergency procurement is defined when conditions might adversely affect the life, health, safety, or welfare of its citizens, and employees, when City property or equipment are endangered, or situations which may cause major financial impacts to the City should immediate action not be taken. The City will take immediate action to meet the needs of all citizens while also protecting City assets.

Suppliers can view solicitations and receive automatic notifications, VendorLink requires all suppliers to be registered in order for this function to work. Please visit Vendorlink.com.

**Florida Statute 287.057 (3)(a)**

# SALE OF SURPLUS MATERIALS/EQUIPMENT

Tangible personal property (fixed assets) that are deemed obsolete, excess, or no longer needed by the owning department, are declared surplus by that Department/Division. The Finance Department is responsible for the disposal of personal property. All City property is discarded in the best interest of the City and in accordance with Florida Statute 274.05. The City utilizes the services of an auctioneer to handle public and online auctions.

# HOW CAN I RECEIVE COPIES OF SOLICITATIONS?

If you wish to receive copies of solicitations, you should visit the City of Sanford website;
https://sanfordfl.gov/government/finance/purchasing-division/
instructions to access a specific solicitation through VendorLink you can download the documents free of charge.

# VENDOR REGISTRATION

The City of Sanford does not have a vendor registration process; however, if you are a current vendor and need to update your account, please submit a revised registration form (see below instructions).

To revise your account, click on the below link; City of Sanford webpage www.sanfordfl.gov/government/finance/purchasing-division/



Under FORMS to view the following for downloadable or fillable versions.

- Vendor Form
- ACH Form
- W-9 Form

Once registered, an email alert will be forwarded to purchasing for review.

# W-9 FORM

A W-9 Form is included in our solicitation packages. The completed W-9 must be returned with the Vendor's submittal. This form is needed by all vendors doing business with the City. A vendor must be a registered vendor through Sunbiz https://www.sunbiz.org/ in order to do business with the City per Florida statue.

# PUBLIC NOTICE ADVERTISEMENT AND SOLICITATIONS

The Purchasing Division posts projects, advertisements, solicitations, addenda's, and all pertinent documents for projects in the Orlando legal ad (the local newspaper), and projects are posted on VendorLink.